



ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ನೋಂದಣಿ ಮತ್ತು ಮುದ್ರಾಂಕ ಇಲಾಖೆ

ಉಪನೋಂದಣಾಧಿಕಾರಿಗಳ ಕಾರ್ಯಾಲಯ, ಮಿರ್ಲೆ, ಕೃಷ್ಣರಾಜನಗರ ತಾಲ್ಲೂಕು

ದೂರವಾಣಿ ಮತ್ತು ಫ್ಯಾಕ್ಸ್ ಸಂ. 08223-282126

email : sr.mirle@karnataka.gov.in

ಸಂಖ್ಯೆ:ಲೆಕ್ಕ 1 /2020-21

ದಿನಾಂಕ : 01.06.2020

ರವರಿಗೆ,

ಮಾನ್ಯ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಯವರು

ಹಾಗೂ ಮುದ್ರಾಂಕಗಳ ಉಪ ಆಯುಕ್ತರು

ಮೈಸೂರು ಜಿಲ್ಲೆ, ಮೈಸೂರು.

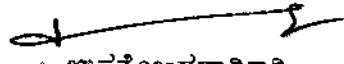
ಮಾನ್ಯರೇ,

ವಿಷಯ : 2019-20 ನೇ ಸಾಲಿನ ವರೆಗೆ 4(1) a ಮತ್ತು 4(1)b ತಯಾರಿಸಿ ಒಪ್ಪಿಸುವ ಬಗ್ಗೆ.

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಈ ಕಛೇರಿಯಲ್ಲಿ 2019-20 ನೇ ಸಾಲಿನವರೆವಿಗೂ 4(1) a ಮತ್ತು 4(1)b ತಯಾರಿಸಿ ಈ ಪತ್ರದ ಕೂಡ ಲಗತ್ತಿಸಿ ಮುಂದಿನ ಕ್ರಮಕ್ಕಾಗಿ ತಮ್ಮ ಕಾರ್ಯಾಲಯಕ್ಕೆ ಗೌರವಪೂರ್ವಕವಾಗಿ ಒಪ್ಪಿಸಿರುತ್ತೆ.

ವಂದನೆಗಳೊಡನೆ

ತಮ್ಮ ನಂಬುಗೆಯ


ಉಪ ಉಪನೋಂದಣಾಧಿಕಾರಿ
ಮಿರ್ಲೆ

Information to be given under Information Act-2005-under section 4(1)A For the Period
From Date of opening the office to 31-03-2010.

ANNEXURE-A

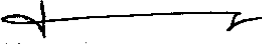

(Records to be Preserved Permanently)

As per IGR Circular No.RGN 130/98-99, Dated : 14-3-2002.

SL NO	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No.	Remarks
1	2	3	4	5	6	7	8
1	File of Departmental circulars and orders regarding Registration matters.	File Book	No of files 03	22-11-1982	31-03-2020		
	File of Departmental circulars and orders regarding Stamp matters.	File Book	No of files 03	22-11-1982	31-03-2020		
2	Key to Index	Book Form	No of Total volumes 30	28-06-1972	31-03-2020		
3	Register of Destruction of Records	Bound Book	No of books 02	23-01-1953	31-03-2020		
4	Register of Documents destroyed	Bound Book	No of books	-----	31-03-2020		
5	Register of stock of furniture's and other articles	Book Form	No of books 02	21-07-1957	31-03-2020		
6	Book 1 Volumes	Book Form	No of Total volumes 896	05-03-1950	31-03-2020		
7	Book 2 Volumes	Book Form	No of Total volumes 01	24-05-1950	31-03-2020		
8	Book 3 Volumes	Book Form	No of Total volumes 29	03-04-1950	31-03-2020		
9	Book 4 Volumes	Book Form	No of Total volumes 10	06-04-1950	31-03-2020		
10	Book 5 (with Index) Volumes	Book Form	No of books	-----	31-03-2020		
11	Register of CD Preserved	Book Form	No of CD's 419	30-10-2003	31-03-2020		
12	Thumb Impression Register	Book Form	No of Total volumes 600	01-04-1950	31-03-2020		
13	Additional Book - 1	File Book	No of Total volumes 44	03-11-1971	31-03-2020		
14	Additional Book - 2	File Book	No of Total volumes	-----	31-03-2020		
15	Additional Book - 4	File Book	No of Total volumes 02	07-06-1963	31-03-2020		
16	Index - I	Book Form	No of Total volumes 110	04-04-1950	31-03-2020		
17	Index - II	Book Form	No of Total volumes	-----	31-03-2020		

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18	Index - III	Book Form	No of Total volumes 04	01-04-1950	31-03-2020		
19	Index - IV	Book Form	No of Total volumes 03	06-11-1951	31-03-2020		
20	Index subsidiary	Book Form	No of books 60	01-07-1951	31-03-2020		
21	Index to old register Books	Book Form	No of books	-----	31-03-2020		
22	Reference books such as registration acts, stamps acts and manuals etc., /year wise	Book Form	No of books 02	01-04-1950	31-03-2020		
23	Ledger of detailed examination of Register Books	Book Form	No of books	-----	31-03-2020		
24	Register of records	Book Form	Temporary Register 02	01-04-1970	31-03-2020		
		Book Form	Permanent Register 02	22-05-1989	31-03-2020		
25	Register of records sent to courts and other offices	File Form	No of File 01	12-05-1995	31-03-2020		
26	Register of reproduced entries of fading foot notes	Book Form	No of books	----	31-03-2020		
27	Register of sanctioned establishment of each officers	Book Form	No of books	----	31-03-2020		
28	Registration of stock of books and publications	Book Form	No of books 01	22-05-1989	31-03-2020		
29	Registration of valuable records	Book Form	No of books	----	31-03-2020		
30	Register of showing the particulars of books partially recopied.	Book Form	No of books	----	31-03-2020		
31	Register of wills and unopened covers containing wills received by post	Book Form	No of books	----	31-03-2020		
					31-03-2020		
32	Registers of wills and sealed covers	Book Form	No of books	----	31-03-2020		
33	Vacancy Register	Book Form	No of books	----	31-03-2020		
34	Sealed covers(District Registrar Office)	In a box secured in the safe	No of books	----	31-03-2020		
35	Taluk Maps	Folded Unmounted	No of books 01	01-04-1950	31-03-2020		
36	Register of firms maintained under sec 58 of I.P. Act 1939	Book Form	No of books	----	31-03-2020		


 Sd/- 
 Registrar

37	Indexes to names of Firms	Book Form	No of Total volumes	----	31-03-2020		
38	All Registers and the Indexes maintained by the Registrar under Hindu Marriage Act 1955	File Book and Book Form	No of Total volumes 09	01-04-2005	31-03-2020		
39	All Registers and Marriage Certificate Book and Indexes mentioned by the Registrar under Special Marriage Act 1954	Bound Book	No of Total volumes 01	01-04-2005	31-03-2020		
40	File of Appeal orders and Judgement and Orders of court	File Book	No of files yearwise(should be prepared seperately)	----	31-03-2020		
41	File of Correspondence relating to creation of new offices, alteration of jurisdictions of offices etc.,	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately)	----	31-03-2020		
42	File of correspondence relating to clarification issued under Registration Act Stamp Act and Rules there under and other allied Acts bearing the subject (If there are not rescinded)	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately)	----	31-03-2020		
43	File of correspondence relating to creation and Transfer of Posts	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately)	----	31-03-2020		
44	File of corresspondence relating to order of District Registrar sanctioning recopying or repaired damaged books and indexes	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately) 01	01-04-2011	31-03-2020		
45	File of Translations	File Book	No of Total volumes / Book	----	31-03-2020		
46	Gradation list of All Cadres	File Jocket Trilateral index files	No of files yearwise 01	----	31-03-2020		
47	List of Records transferred from one office to another and acknowledgements there for	File Book	No of Total volumes / Book	----	31-03-2020		


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48	Loose sheets containing entries in Register Volume recopied	In a cover under the seal and signature of registering officer a slip pasted on the cover to show its contents	-	----	31-03-2020		
49	Supplement to books (part I to V)	File Books	I part -1 Vol -03	01-04-2008	31-03-2020		
50	File relating to Registration of firms and shanges of constitution there on under I.P.Act 1935	File Jocket	No of files yearwise(should be prepared seperately)	----	31-03-2020		
		Trilateral index files		----	31-03-2020		
51	Market Value Notifications	File Jocket Trilateral index files	No of files yearwise(should be prepared separately 01	01-04-1982	31-03-2020		
52	Market Value files before Commencement of CVC	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	----	31-03-2020		


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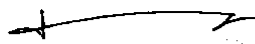
ANNEXURE-B

(To be Preserved for Thirty years)

SL NO	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
1	Acquaintance Roll for pay and other allowances (To be preserved for 40 years)	Bound Book	No of books 06	01-04-1990	31-03-2020		
2	Administration Report of the Department	File Jocket Trilateral index files	No of files yearwise(List should be prepared seperately)	-----	31-03-2020		
3	Assests and liabilities statement of Government Servants	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately)	-----	31-03-2020		
4	Cash Book	Bound Book 1	No of books/ volumes 06	01-04-1990	31-03-2020		
5	Commission orders with interrogatories	File Book	No of books/ volumes	-----	31-03-2020		
6	Confidential Reports(two years after death five years from the date of retirement or removal, dismissal from services)	File Book	No of books/ volumes	-----	31-03-2020		
7	Daily Register	Bound Book	No of books/ volumes 10	01-04-1990	31-03-2020		
8	File of correspondence relating to appointments, promotions and confirmations	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately)	-----	31-03-2020		
9	File of correspondence relating to disciplinary proceedings	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately)	-----	31-03-2020		
10	File of correspondence relating to family pension cases	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately)	-----	31-03-2020		

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11	File of correspondence relating to Writ cases on service matters	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately)	-----	31-03-2020		
12	File of power of attorney	File Book	If more than 5 volume (should be prepared separately 01)	01-04-1990	31-03-2020		
13	Minute Book	Bound Book	No of books/ volumes 02	01-04-1990	31-03-2020		
14	File of relating to HBA , HPA., etc.,	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately)	-----	31-03-2020		
15	Proceeding sheets(vide sec 72 & 73) with the following papers:	Bound Book	No of books/ volumes	-----	31-03-2020		
	A) Original petitions			-----	31-03-2020		
	B) The SR Reasons for refusal			-----	31-03-2020		
	C) Enquiry Sheet			-----	31-03-2020		
	D) Original documents or copies there of			-----	31-03-2020		
16	Personal file	Bound Book	No of books/ volumes/ FILES	-----	31-03-2020		
17	Records connected with enquiry under rule 76	Bound Book	No of books/ volumes	-----	31-03-2020		
18	Register of Appeals	Book Form	No of books/ volumes	-----	31-03-2020		
19	Register of power of Attorney	Bound Book	No of books/ volumes 01	01-04-1990	31-03-2020		
20	Register of revocation of power of attorney	Bound Book	No of books/ volumes	-----	31-03-2020		
21	Register of visits and commissions	Bound Book	No of books/ volumes 01	01-04-1990	31-03-2020		
22	Service Register of Government servant who retires/dies while in service	Bound Book	No of books/ volumes	-----	31-03-2020		
23	Register of deficit fee and stamp duty 'D' Register	Book Form	No of books/ volumes 01	01-04-1990	31-03-2020		



ANNEXURE-C

(To be Preserved for Ten years)

SL NO	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No.	Remarks
1	2	3	4	5	6	7	8
1	Accounts of transfer duty i.e., surcharge	Book Form	No of books/ volumes 05	01-04-2010	31-03-2020		
2	Receipt Book , Counter file Receipt Book	Book Form	No of books/ volumes 1063 to 1720	01-04-2010	31-03-2020		
3	Office order Book	Book Form	No of books/ volumes 02	01-04-2010	31-03-2020		
4	Register of applications for copies, searches and inspections	Book Form	No of books/ volumes 10	01-04-2010	31-03-2020		
5	Register of personnel and other advances	Book Form	No of books/ volumes	-----	31-03-2020		
6	Register of Refunds	Book Form	No of books/ volumes 01	-----	31-03-2020		
7	Treasury Challans	File Jacket	No of files yearwise(should be prepared seperately) 40	01-04-2010	31-03-2020		
8	Treasury remittance Book	Book Form	No of books/ volumes 15	01-04-2010	31-03-2020		
9	Exemption U/s 88(1)	Year wise	Bundle	-----	31-03-2020		
10	Accounts of Documents set by post	Book Form	No of books/ volumes	-----	31-03-2020		
11	Call Book	Book Form	No of books/ volumes 01	-----	31-03-2020		
12	Case Register	Book Form	No of books/ volumes	-----	31-03-2020		
13	Declarations filed under Karnataka Vacant Lands in Urban areas(prohibition of alienation)Act 1971	File Book	No of files yearwise(should be prepared seperately	-----	31-03-2020		

14	File of Correspondence relating to administration Reports	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
15	File of correspondence relating to amendments to stamp act and Registration Act etc.,	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
16	File of Correspondence relating to BPA	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
17	File of correspondence relating to condonation of claims of arrears of pay etc	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
18	File of correspondence relating to date of birth	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
19	File of correspondence relating to fixation of pay and sanction of allocation statements	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
20	File of correspondence relating to gradation list	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
21	File of correspondence relating to instruments certified under Sec 31, 32 and 41 of Indian Stamp Act and KSA 1957	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
22	File of correspondence relating to MCA	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
23	File of correspondence relating to objection memos received from the Account General	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		


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24	File of correspondence relating to remission of institution fee in papers suits and remission of C.F	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
25	File of correspondence relating to sanction of Increment	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately 01	-----	31-03-2020		
26	File of correspondence relating to sanction of refunds	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
27	File of correspondence relating to write off of stamp duty and registration fee	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
28	Pay Bill(not containing acquaintance)	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
29	Register of case histories(personnel Register)	Book Form	No of books/ volumes	-----	31-03-2020		
30	Register of fees and deposits for copies, searches and inspections	Book Form	No of books/ volumes 10	-----	31-03-2020		
31	Special Register	Book Form	No of books/ volumes	-----	31-03-2020		
32	Counterfiles of receipt book and challans under Hindu and Special Marriage Act.	Book Form	No of books/ volumes	-----	31-03-2020		


 10/3/2020

ANNEXURE-D**(To be Preserved for Five years)**

SL NO	DESCRIPTION	Method of Preservation	Volume	From Date	To Date	Page No	Remarks
1	2	3	4	5	6	7	8
1	Additional D.A Account Ledger	Book Form	No of books/ volumes 01	-----	31-03-2020		
2	Any other papers not specially provided for under any of the categories	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-----	31-03-2020		
3	Budget statements	File Jocket Trilateral index files	No of files yearwise(should be prepared separately 05	01-04-2015	31-03-2020		
4	Bill Register	Book Form	No of books/ volumes/Files	-----	31-03-2020		
5	Binding Estimates	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-----	31-03-2020		
6	Consolidates statements of transfer duty	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-----	31-03-2020		
7	Contingent bill	File Jocket Trilateral index files	No of files yearwise(should be prepared separately 01	01-04-2015	31-03-2020		
8	Daily accounts of documents	Book Form	No of books/ volumes 03	01-04-2015	31-03-2020		
9	Despatch Register	Book Form	No of books/ volumes 06	01-04-2015	31-03-2020		
10	Detailed Budget estimates of an office and correspondence there to	File Jocket Trilateral index files	No of files yearwise(should be prepared separately 01	01-04-2015	31-03-2020		

11	Fair copy Register	Book Form	No of books/ volumes	-----	31-03-2020		
12	File of applications for copies of misc records	File Book	No of books/ volumes/Files	-----	31-03-2020		
13	File of applications for general searches	File Book	No of books/ volumes/Files	-----	31-03-2020		
14	File of applications for private attendance	File Book	No of books/ volumes/Files 02	01-04-2015	31-03-2020		
15	File of applications for single searches and copies	File Book	No of books/ volumes/Files 01	01-04-2015	31-03-2020		
16	File of applications under Sec.41 of KSA 1957	File Book	No of books/ volumes/Files	-----	31-03-2020		
17	File of applications for withdrawal of sealed covers	File Book	No of books/ volumes/Files	-----	31-03-2020		
18	File of Correspondence and registers etc., connected with recruitment committee	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
19	File of Correspondence relating to FDA	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
20	File of Correspondence relating to civil list	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
21	File of Correspondence relating to constructions improvements of building etc.,	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
22	File of Correspondence relating to F.A.	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		

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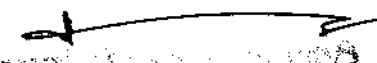
23	File of Correspondence relating to GPF final withdrawal	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
24	File of Correspondence relating to GPF partial final withdrawal	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately 01	-----	31-03-2020		
25	File of Correspondence relating to GPF temporary advance	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
26	File of Correspondence relating to reimbursement of Medical charges	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
27	File of Correspondence relating to revision of rents	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
28	File of Correspondence of routine nature	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
29	File of Correspondence regarding sub-vouchers sent to audit office	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
30	File of Correspondence relating to supply of books, forms etc.,	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
31	File of Correspondence relating to supply of furniture, books free clothing and all other office equipments.	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately 01	-----	31-03-2020		

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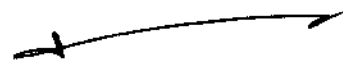
32	File of Correspondence relating to temporary posts	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
33	File of Correspondence relating to transfers	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
34	File of Correspondence relating to transfer duty	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
35	File of declarations filed under Karnataka Land reforms Acts	File Book	No of books/ volumes/Files	-----	31-03-2020		
36	File of Correspondence with KGID	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
37	File of Correspondence with PSC regarding appointments	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
38	File of Correspondence with SPD	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
39	Form 37 G(income of value less than Rs.10,000/-	File Book	No of books/ volumes/Files	-----	31-03-2020		
40	General Receipt Register	Bound Form	No of books/ volumes/Files	-----	31-03-2020		
41	Indent for supply of stationary articles, financial forms, dept books and sales etc.,	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately 01	-----	31-03-2020		

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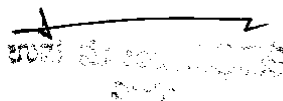
42	Intimation of collection of transfer duty	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
43	Karnataka Gazette (part I and important Act and regulations relating to the department to be sorted out and retained for 30 years	Book Form	No of books/ volumes/Files 04	-----	31-03-2020		
44	Leave accounts of non-gazetted government servants	Book Form	No of books/ volumes/Files 01	-----	31-03-2020		
45	Library issue register	Book Form	No of books/ volumes/Files 01	01-04-2015	31-03-2020		
46	Local delieverly book	Book Form	No of books/ volumes/Files 01	01-04-2015	31-03-2020		
47	Memo forwarding and acknowledging declarations under land reforms Act.	File Book	No of books/ volumes/Files	-----	31-03-2020		
48	Notes of Inspections and Audit reports	File Book	No of books/ volumes/Files File 02	01-04-2015	31-03-2020		
49	Office copies of LPC	File Jocket Trilateral index files	No of books/ volumes/Files 01	01-04-2015	31-03-2020		
50	Order book of contengent charges	Book Form	No of books/ volumes/Files	-----	31-03-2020		
51	Petitions:	File Book	No of books/ volumes/Files	-----	31-03-2020		
	I- For issue of summons other than those in appeal and original of such summons			-----	31-03-2020		
	II- For certificates under Sec 16 of the Stamp Act.			-----	31-03-2020		
	III- Regarding other matters connected with Registration	Petitions		-----	31-03-2020		


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52	Record issue Register	Book Form	No of books/ volumes/Files	-----	31-03-2020		
53	Record receipt Register	Book Form	No of books/ volumes/Files	01-04-2015	31-03-2020		
54	Register of contents of records Receptacles	Book Form	No of books/ volumes/Files	01-04-2015	31-03-2020		
55	Register of contingent expenditure	Book Form	No of books/ volumes/Files 01	01-04-2015	31-03-2020		
56	Register of documents adjudicated	Book Form	No of books/ volumes/Files 01	01-04-2015	31-03-2020		
57	Register of impounded documents	Book Form	No of books/ volumes/Files 01	01-04-2015	31-03-2020		
58	Register of examinations of records with records receptacles	Book Form	No of books/ volumes/Files	-----	31-03-2020		
59	Register of increment certificated(office copies)	Book Form	No of books/ volumes/Files	-----	31-03-2020		
60	Register of reference under sec 45 A of KSA 1957	Book Form	No of books/ volumes/Files 01	-----	31-03-2020		
61	Registering of Traveling allowance and process fees	Book Form	No of books/ volumes/Files 01	-----	31-03-2020		
62	Register of trunk call	Book Form	No of books/ volumes/Files	-----	31-03-2020		
63	Register of unclaimed documents	Book Form	No of books/ volumes/Files 01	-----	31-03-2020		
64	Register of undisbursed pay	Book Form	No of books/ volumes/Files	-----	31-03-2020		
65	Register of unserviceable articles	Book Form	No of books/ volumes/Files	-----	31-03-2020		
66	Register showing recoveries made from the salaries of members of co-op societies	Book Form	No of books/ volumes/Files	-----	31-03-2020		
67	Register showing the stock of service books	Book Form	No of books/ volumes/Files 01	-----	31-03-2020		



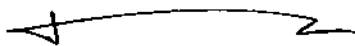
68	Register relating to sealed bags containing keys	Book Form	No of books/ volumes/Files	-----	31-03-2020		
69	Reports of private attendance	File Jocket		01-04-2015	31-03-2020		
70	Service book of Government servants who has been refer or removal of dismissed	Book Form	No of books/ volumes/Files	-----	31-03-2020		
71	Service book of a Government servant who has resigned (five years from the resignation)	Book Form	No of books/ volumes/Files	-----	31-03-2020		
72	Special register	Book Form	No of books/ volumes/Files	-----	31-03-2020		
73	Special or misused sent by the D.C. to the IGR under rule 17 of K.S.R.1958	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
74	Stamp Register	Book Form	No of books/ volumes/Files 01	01-04-2015	31-03-2020		
75	Statement of monthly progressive expenditure and correspondence relating to discrepancy in figure	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately		31-03-2020		
76	Statement of monthly progressive receipts and correspondence relating to discrepancy in figure	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately		31-03-2020		
77	Stock account of stationary	Book Form	No of books/ volumes/Files 01	01-04-2015	31-03-2020		
78	Sub-Vouchers not sent to audit office	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
79	Traveling allowances Bill	Book Form	No of books/ volumes/Files	-----	31-03-2020		



80	Treasury schedules received from District treasures	Loose sheets stitched into the books at the close of the years(dist wise, SRO wise)		-----	31-03-2020		
81	File of certificates of encumbrance(office copy 5 years or inspection whichever is later)	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately 01	01-04-2015	31-03-2020		
82	I.T.C.C. U/s 230 A of Income tax Act (5 years or deptal Inspection whichever is later)	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately		31-03-2020		
83	Affidavits filed under prevention of fragmentaion and consolidation holds Act 1966	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately		31-03-2020		
84	Pahani, Affidavit, Agriculture labourer Certificate Mutation Extract Municipal/ Corporation Khatha extract form No.19 & v.p. Form 9 & 10 form I and all other records produced at the time of Registration(5 years or inspection whichever is later) calculation sheet	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately		31-03-2020		
85	Application filed U/s 26 and 27 of the Urban Land (cleaning and regulation Act 1976 and Endorsement issued (5 years or inspection whichever is later)	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately		31-03-2020		
86	Application for deed writers license/ Form A and Renewal Form B	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		

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87	Form I calculation sheets (land endorsements regarding market value) U/s 45 A of KSA, 5 years or deptal inspection whichever is later			----	31-03-2020		
88	D/C certificates (5 years or deptal inspection whichever is later.			----	31-03-2020		
89	Closed files relating U/s 45A & 46A of K.S.A 1957(5years or dept. inspection whichever is later)	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	----	31-03-2020		


 31-03-2020

ANNEXURE-E

(To be Preserved for One years)

SL NO.	DESCRIPTION	Method of Preservation	Volume	From Date	Till Date	Page No	Remarks
1	2	3	4	5	6	7	8
1	All papers received for information for which no action is necessary	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
2	Applications for casual leave	File Jocket Trilateral index files	No of files yearwise(should be prepared separately 01	01-01-2019	31-03-2020		
3	Applications for leave & Transfer	File Jocket Trilateral index files	No of files yearwise(should be prepared separately 01	01-01-2019	31-03-2020		
4	Attendance Register	Book Form	No of books/ volumes 02	01-01-2019	31-03-2020		
5	Certificates of transfer of charge and reports of joining and relief	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	01-01-2019	31-03-2020		
6	Copies of Bills received from Nasiksent to S.O.S.	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
7	Dead stock Register	Book Form	No of books/ volumes/ 01	01-01-2019	31-03-2020		
8	Dairies of Inspector of Registration	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
9	Diaries of Clearks	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately 01	-----	31-03-2020		

10	Fair copy Register	Book Form	No of books/ volumes	-----	31-03-2020		
11	File of correspondence relating to applications requesting inform etc., relating to stamp and registration matters from public	File Jocket Trilateral index files	No of files yearwise(should be prepared separately 01	-----	31-03-2020		
12	File of correspondence relating to grant of copies inspections of records relating to Registration of Firms and Societies.	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
13	File of correspondence relating to monthly arrears list	File Jocket Trilateral index files	No of files yearwise(should be prepared separately	-----	31-03-2020		
14	File of correspondence relating to interpretations	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
15	File of intermediate correspondence relating to Registration of firms change of constitution	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
16	File of correspondence relating to weekly arrears list	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately	-----	31-03-2020		
17	Invoices(counter foils with acknowledgements retained in the officer of issue)	Book Form	No of books/ volumes/ Files	-----	31-03-2020		
18	Petrol Register	Book Form	No of books/ volumes/Files	-----	31-03-2020		
19	Periodical Register	Book Form	No of books/ volumes/Files	-----	31-03-2020		
20	Periodicals received from subordinate offices	Book Form	No of books/ volumes/Files	-----	31-03-2020		
21	Postal receipts and acknowledgements	File Book	No of books/ volumes/Files	-----	31-03-2020		


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22	Register of allotments	Book Form	No of books/ volumes/Files	-----	31-03-2020		
23	Register of casual leave and examination leave	Book Form	No of books/ volumes/Files	-----	31-03-2020		
24	Register of receipts and disposal of copies and memoranda(sec 64-67)	Book Form	No of books/ volumes/Files	-----	31-03-2020		
25	Register showing the acknowledgement of Regd.Post received	Book Form	No of books/ volumes/Files 01	01-01-2019	31-03-2020		
26	Summons and other correspondence regarding production of records	File Book	No of books/ volumes/Files 01	01-01-2019	31-03-2020		
27	Tour Programme	File Jocket Trilateral index files	No of files yearwise(should be prepared seperately 01	01-01-2019	31-03-2020		
28	Work statement relating to Sub-Registry offices	File Jocket Trilateral index files	No of files yearwise(should be prepared separately 01	01-01-2019	31-03-2020		

4